

THE CODRINGTON SCHOOL
(International Programme)

St John
BB 20008
Barbados



Responsible Use Guidelines for Information and Communication Technology

Purpose

The Codrington School uses Information Technology as one way of enhancing its mission to teach the skills, knowledge and behaviours students will need as responsible citizens in the global community.

The school's technology infrastructure and network provide extraordinary opportunities to explore and use a variety of exciting resources including software, electronic resources and the Internet. In order to make these resources available to everyone, the school expects students and staff to use the technology in a way that is consistent with its educational mission.

Access to the school network and the Internet is a privilege that is tied to responsibilities. The following guidelines are intended to help individual technology users understand responsible use. The school may restrict, suspend or terminate any user's access to the school's technology systems and network for not respecting these guidelines.

Technology User Guidelines

a. Digital property and data.

Each user is responsible for his/her own digital property, and should treat and use it responsibly and appropriately. This includes laptops and other digital devices used in the learning process.

b. Lost or stolen devices.

The Codrington School will take no responsibility for stolen or lost devices, including lost or corrupted data on the devices. Any laptop or mobile device that is thought to be lost or stolen must be reported immediately to the systems manager of the school.

c. Respect and maintain property and data.

Users are also responsible for treatment of school-owned devices and are cautioned about having food or drink around while using them.

d. Maintain bandwidth.

Users should strive to maintain appropriate bandwidth for school-related work and communications. Specifically, files that are bigger than 500 MB are not to be downloaded during school time.

e. Maintain integrity and lawfulness.

All use of technology must be in support of and consistent with the purposes of The Codrington School. It is the user's responsibility to keep all inappropriate materials and files, virus-infected media, or other software dangerous to the integrity of the system away from the school's technology.

In order to ensure the integrity of the school and continued access to licensed software, users may not use the school's technology network for illegal purposes or for any other activity prohibited by The Codrington School. This means that users are not allowed to install, uninstall or copy software from or to the school computers without the written approval of the systems manager. Using computers for non-instructional activities is not acceptable during school time. This may include listening to music, watching videos, instant messaging and chatting or accessing other non-curriculum websites.

f. Respect privacy and property of others.

- Network users may not knowingly upload images or other multimedia on Internet of people at The Codrington School without specific permission from that person.
- Derogatory, obscene or otherwise inappropriate email exchanges, instant messages, digital images or web postings of all types are prohibited.
- Any malicious attempt to harm or destroy school technology equipment or materials, the data of another user, or any of the institutions, or other networks that are connected to the Internet is prohibited.
- Any information obtained through research on the Internet and then used in academic work must be properly cited.
- There should be no copyright law violations with regard to software or Internet-based information or multimedia.

g. Responsible Use of the Internet.

The Internet is a worldwide network of individuals, groups, communities and organizations linked by computer and telecommunication lines. Teachers and students may use the Internet to locate information, communicate and collaborate with others in The Codrington School or in other areas of the world and to share learning via online ePortfolios. Students use the Internet for educational purposes in curricular projects and research with the assistance and/or guidance of their teachers. Information and communication technology devices, such as computers, mobile phones, iPod or any electronic storage devices connected to internet cannot be used during break/lunch times except with permission specifically granted by a teacher.

Technology users may not access portions of the Internet that do not promote the instructional mission of The Codrington School. The Internet provides access to information (e.g. pornographic materials, vulgarity, gambling, militant/extremist material, hate speech, etc.) that is inconsistent with The Codrington School's mission. It is recognized that some of the above material may be accessed for educational purposes under specific direction of the teacher. Users may not access, store, share, or display such information. The school reserves the right to check and monitor student work, devices regardless of ownership and network activities at any time, and to carry out a comprehensive investigation of any breaches of the school's Responsible Use Guidelines. Breaches of The Codrington School Responsible Use Guidelines will be treated seriously. The maintenance of the physical and emotional safety of the learning environment is of paramount concern.

Digital Citizenship Guidelines for students

1. Using personal digital communication technologies (email, instant messaging, chat, social networks etc.) is not allowed during school time. It is advisable *never* to give out personal information such as last name, address, phone number, school name etc.
2. *Never* agree to meet in person with anyone you have met online unless you have parental approval and are accompanied by a parent or guardian.
3. Notify a teacher or adult immediately if you receive a message that makes you feel uncomfortable or that is offensive to you. Similarly, notify a teacher if you encounter any material that violates the Responsible Use Guidelines outlined in this document.
4. Always be a responsible digital citizen and treat others with respect and kindness. Cyber bullying, name calling or other inappropriate digital behaviour will not be tolerated and will be followed with disciplinary action.

THE CODRINGTON SCHOOL
(International Programme)



This agreement is to be signed by students and parents and returned to the school's main office.

**Responsible Use Guidelines for Information and Communication Technology
Student Agreement (PYP5 to MYP5)**

I understand that the school's technology infrastructure and network provides extraordinary opportunities to explore and use a variety of exciting resources. While I have access to the network and while I am using technology tools, including my own such as a laptop or other mobile device, I will follow the guidelines as stated in the Responsible Use Guidelines for Information and Communication Technology.

I understand that if I break this agreement, I may be prevented from using the school's technology resources for a period of time. In the event of extreme breaches of the Responsible Use Guidelines, my immediate expulsion may be recommended to the Principal's Office.

Student Name – Please print	Homeroom class
Student Signature	Date

**Responsible Use Guidelines for Information and Communication Technology
Parent Agreement**

PYP5 to MYP5

I have discussed with my son/daughter the contents of The Codrington School's Responsible Use Guidelines for Information and Communication Technology.

PYP1 to PYP4

I am aware that the school has a Responsible Use Guidelines for Information and Communication Technology. I understand that it is the teachers' responsibility, during school time, to ensure that students in his/her care do not access websites with inappropriate content.

I understand that the school's technology infrastructure and network can provide students with valuable learning experiences. I understand The Codrington School makes every effort to provide a safe, secure and monitored learning environment but that the student is responsible for his or her behaviour at all times.

I understand and agree with The Codrington School that students who do not follow the responsible use guidelines may be prevented from using the school's technology resources for a period of time. I also understand that in the event of extreme breaches of the guidelines, the immediate expulsion of the student may be recommended to the Principal's Office.

Parent/Guardian Name - Please Print	
Parent/Guardian Signature	Date